

**GREENVILLE UTILITIES COMMISSION**

**GREENVILLE, NORTH CAROLINA**

**ADDENDUM (1) FOR #17-13**

To: All Prospective Proposers and Others Concerned

Subject: Addendum No.1

The intent of this addendum is to notify all prospective proposers and others concerned that the Specifications and Documents are hereby modified as follows:

1. Replace Section: **B. SOLICITATION INFORMATION** with the below.

The foregoing changes shall be incorporated in the Specifications and Documents.

Please acknowledge receipt of this addendum by e-mailing Cleve Haddock, Purchasing Department, Buyer II at: [haddocgc@guc.com](mailto:haddocgc@guc.com) (252) 551-1533

## **B. SOLICITATION INFORMATION**

### **1.0 PROPOSAL PACKAGE**

To be considered, please provide your Proposal package in the following format:

#### **1.1 Firm Information**

Included at a minimum, the Prime Consultant shall provide:

- a. Business Structure (Corporation, Joint Venture, Partnership).
- b. History of the Firm, including number of years it has been in business, present ownership, and key management individuals. Describe any anticipated or existing changes in overall corporate management ownership.
- c. Pending litigation that may have a material impact to the Firm's financial standing and/or the Firm's performance on this project, and major disputes, contract defaults, and liens in the last 5 years.

#### **1.2 Firm Experience**

Briefly describe the Firm's related experience in surveying, topographic surveying and mapping. The Firm must provide at least five (5) recent projects of a similar scope and complexity. These projects should also demonstrate the Firm's ability to meet time and budget requirements. The following minimum information should be included for each project:

- a. Name and location of the project,
- b. Owner's name,
- c. General description of the project,
- d. Date awarded,
- e. Date completed or date of anticipated project completion,
- f. Owner's contact name, phone number, and e-mail address.

#### **1.3 Project Team**

The project team shall consist of members with demonstrated knowledge in surveying, topographic surveying and mapping of similar scope and complexity as contemplated.

- a. Name and title,
- b. Proposed assignment for this project,
- c. Percentage of time to be assigned to this project (compared to concurrent assignments to other projects),
- d. Experience (type of projects, specific project involvement, etc.), and
- e. Other qualifications.

#### **1.4 Project Approach and Schedule**

Please describe your Firm's approach, including Sub-consultant(s) input, to meet or exceed the proposed services defined as the Project Scope. Please include an anticipated schedule for the completion of this Project.